



*Montana Department of Transportation*  
*PO Box 201001*  
*Helena, MT 59620-1001*

**Memorandum**

To: Distribution

From: Mark Wissinger, P.E., Construction Engineer

Date: 1-9-2002

Subject: Supplemental Specification Process

Effective immediately the Construction Bureau will begin using the attached process for handling supplemental specification requests. As we begin using this process we may find it necessary to make adjustments to it with time.

One of the results we expect from using this process is that it will better communicate to our customers the changes that are made to the specifications and reduce people being "caught off guard" when changes are made.

The trade off with this process will be that changes may come more slowly and the final change may not be exactly what the original requestor had intended.

copies: District Administrators  
Headquarters Bureau Chiefs  
Joel Marshik, P.E.  
Montana Contractors Association

## **Standard Specifications Revision Process**

**Submission Requirements for Proposed Specification Change:** The entity proposing a change to the standard specifications is to submit the following information in writing, addressed to the Construction Engineer.

1. A copy of the existing standard specification language to be revised, if applicable, and the reference to its section or subsection;
2. The proposed language to replace or to be added to the standard specifications. List all standard or supplemental specifications that are or may be influenced or require changing due to the proposed change.
3. A brief explanation to support the need and reason for the change (i.e. improves quality, reduces costs, shortens contract time, necessary to meet regulatory requirements, etc). The Construction Bureau may request additional supporting data and analysis after receipt of the proposed specification change.
4. A brief statement explaining who all is impacted by the change (i.e., department, contractor, fabricator, suppliers, etc.) and if the change requires advance notice before its implemented to ensure lead time to comply with the change;
5. A summary of those consulted and involved in developing the revision.

### **Processing of the Proposed Specification Change:**

The Construction Engineer will forward the proposal to the Specification section. The Specifications section will distribute the proposed change(s) to the District Administrators, Department Bureau Chiefs, F.H.W.A., and the Montana Contractors Association by electronic mail.

Those receiving the proposal are to requested to review the proposal and return their comments to the Specification section.

The Specifications section will receive comments for one month after the date of mailing. Comments after this time will not be considered.

The Specifications section will review all comments; prepare a brief comment summary and a final draft of the proposed specification change; a Specification section recommendation and forward to the Construction Engineer for approval or disapproval.

The Construction Engineer will notify the Specifications section of the proposed specifications approval/disapproval.

The Specifications section will submit approved proposed specification change(s) to F.H.W.A for their final review and approval.

F.H.W.A. approved specifications will be forwarded to the Contract Plans section for publication.

When necessary, the Specification section will prepare a Construction memorandum, for the Construction Engineer, for distribution to the District offices and FHWA explaining the supplemental specifications history and how it is to be administered.